



LEAD GUNSMITH

SPOT PROMOTIONAL EXAMINATION FOR CALIFORNIA HIGHWAY PATROL EMPLOYEES

CALIFORNIA STATE GOVERNMENT: EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

SPOT FOR	Yolo County - Indicate this location on your application. The California Highway Patrol has opened testing to establish an employment list for Yolo County.
FINAL FILING DATE	<p>May 7, 2009</p> <p>Applications (STD. 678, Rev. 12-06) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Submit applications to:</p> <p>California Highway Patrol Selection Standards and Examinations Unit P. O. Box 942898 Sacramento, CA 94298-0001</p>
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box in number 2 on the application. You will be contacted to make specific arrangements.</p> <p>Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p>
QUALIFICATIONS APPRAISAL INTERVIEW	It is anticipated that interviews will be held during May/June 2009.
SALARY RANGE	\$3758 - \$4123
WHO SHOULD APPLY	<ol style="list-style-type: none">Applicants must have a permanent civil service appointment with the California Highway Patrol as of the final filing date, in order to participate in this examination; orMust be a current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; orMust be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; orMust be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.
ELIGIBLE LIST INFORMATION	A departmental eligible list will be established for the California Highway Patrol. This list will be abolished 48 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Please note that the list can be abolished any time after 12 months based on the needs of the service.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the experience and/or education requirements for this examination by the final filing date.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "Or II," "Or III," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p>Either I</p> <p>One year of experience in the California state service performing the duties of Gunsmith.</p> <p>Or II</p> <p>Four years of experience at the journeyperson level, within the last ten years, in repairing small arms and accessory equipment. (Satisfactory completion of a certificated program in gunsmithing at an accredited college or gunsmith school may be substituted for two years of the required experience on a year-for-year basis.)</p>
ADDITIONAL DESIRABLE QUALIFICATIONS	Experience as a lead gunsmith or supervisor of gunsmiths and/or experience as a firearms, weapons safety or gunsmithing instructor in an accredited college or gunsmith school.
THE POSITION	A Lead Gunsmith lays out, leads, directs and assists gunsmiths with the work and performs the duties of a journeyperson in the maintenance and repair of small arms; trains staff in the maintenance and repair of new equipment, such as automatic weapons, as the new equipment comes on line; solicits competitive pricing; contracts and negotiates with outside vendors for parts and servicing contracts; maintains inventory of supplies and equipment; maintains reference materials and service records on all departmental weapons; maintains Special Delegation fund; prepares annual weapon repair budget; conducts ballistics testing on weapons and bullets and acts as expert witness; instructs officer trainees and field weapons officer training courses on weapon maintenance; has final level of review of all repaired weapons prior to return to individual officers.
EXAMINATION INFORMATION	This examination will consist of a Qualifications Appraisal Interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Competitors who do not appear for the interview will be disqualified.

Qualifications Appraisal Interview Only - Weighted 100%

Scope:

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination interview will be on measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:
 - 1. The construction, operation, maintenance and repair, and standards of serviceability of parts of the various types and models of weapons used by the Department, tools, gauges, and equipment used in the repair and testing of small arms.
 - 2. Shop mathematics sufficient to use testing devices and measuring instruments such as micrometers and gauges.
 - 3. The techniques and equipment used in ballistics testing.
 - 4. Regulations and procedures governing contracts and procurement of parts and supplies.
 - 5. Record keeping.
 - 6. Principles of effective supervision.
- B. Ability to:
 - 1. Read and write at a level appropriate for the work.
 - 2. Locate and identify defects or malfunctions in small arms and make appropriate repairs.
 - 3. Review the work of other gunsmiths.
 - 4. Test small arms for safe and proper operation.
 - 5. Keep records and make reports.
 - 6. Negotiate with vendors.
 - 7. Maintain supplies.
 - 8. Demonstrate weapons maintenance to officer trainees and field weapons officers in formal training classes.
 - 9. Instruct and supervise assistants.
 - 10. Follow oral and written directions.
 - 11. Analyze situations accurately and take effective action.
 - 12. Maintain cooperative relationships with those contacted in the work.

VETERANS PREFERENCE

Veterans preference credit is not granted in promotional examinations.

GENERAL INFORMATION

It is the competitor's responsibility to contact the California Highway Patrol, Examinations, telephone (916) 375-2535, three weeks after the final filing date if he/she has not received a progress notice.

If a competitor's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications (STD. 678, Rev. 12-06) for open and promotional examinations are available from the California Highway Patrol, local offices of the Employment Development Department, the State Personnel Board (SPB), and the SPB Website at www.spb.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all competitors who pass will be ranked according to their scores.

The **California Highway Patrol** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Interview Location(s): It is anticipated that interviews will be scheduled in West Sacramento.

Competition is limited to employees who meet one of the criteria listed above under "Who Should Apply." Under certain circumstances others may be allowed to compete under the provisions of SPB Rule 234, 235, and 235.2. SPB Rules 233, 234, 235, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or the SPB.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Interview Scope: In addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the competitor's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a competitor's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

The **California Relay Service** enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: if you have a TDD, 1-800-735-2929; if you do not have a TDD, call 1-800-735-2922.

